

A Child's Haven

Assistant Clinical Director

Greenville, SC

ABOUT US: A Child's Haven (ACH) is a 501(c)(3) nonprofit organization who operates a Therapeutic Child Care Center (TCC.) TCC is a child-focused, family-centered intervention which targets the relationship between the child and the parent (or primary care giver.) Grounded in attachment theory, services are relationship-based, developmentally appropriate, and trauma informed. Young children receive individual & group therapy, caregivers receive parent education and family therapy, to include home visitation. We're dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence.

POSITION SUMMARY:

The Assistant Clinical Director (ACD) provides clinical guidance, support and implementation for Rehabilitative Behavioral Health Services delivered to children and families by Clinical Treatment Providers (CTP) and Clinical Treatment Supervisors (CTS). The ACD is responsible for directing all aspects of the delivery of therapeutic child care treatment. TCC services are delivered to children in a therapeutic group setting at the organization's facility.

This position is responsible for working with the Clinical Director to oversee and develop the organization's clinical department through tasks such as hiring, evaluating, scheduling, and supervision. The individual must be qualified to provide strategies to allow for continued growth and provide clinical training to staff as well as being flexible to course correct strategies and ensure quality programming. Results-based decision and performance accountability is essential. The Assistant Clinical Director contributes subject matter expertise to grants and monitors budgets for grant funding and service programs by developing and planning strategies to manage program growth and ensure sustainability.

ESSENTIAL JOB FUNCTIONS:

- Manages Group Treatment program functions, staffing, budget and treatment. Develops and revises operation manuals, related policies and procedures to meet best practice and regulatory standards.
- Serves as secondary "Center Director" for SC Child Care License responsible for regulatory standards and serves as the secondary contact for DSS. Ensures Clinical Treatment program operations are in compliance with DSS regulations.
- Establishes and tracks documented goals and outcomes for Group Treatment Program Team and incorporates data into decision making.
- Responsible for hiring, providing direct clinical and administrative supervision, evaluation, corrective action of all Clinical Treatment Supervisors
- Facilitates regular Group Treatment meetings
- Leads implementation and delivery of evidence-based curriculum in Group Treatment program; Ensures fidelity to evidence-based model and/or curriculum provided by agency.
- Develops and delivers Clinical Training to direct service staff as needed

- Provides resources and guidance to Clinical Treatment staff to obtain required professional development training to meet all contract requirements.
- Manages a small caseload of clients and delivers required RBHS services
- Assists in facilitating Treatment Team Meetings
- Serve as back-up in Treatment Rooms and on us schedules if needed
- Assist in providing Individual Therapy for children if needed
- Responsible for achieving expected performance measures related to Medicaid billing activity for TCC services by all Clinical Treatment Providers
- Assists with hiring, supervision, evaluation, scheduling, promotion, corrective action of paid and volunteer personnel (interns) within the program team
- Administers required Clinical Treatment training to clinical staff during onboarding of new staff, annually and as needed
- Collaborates with social services community of Greenville County, (United Way, First Steps, DDSN, Mental Health, School District, Pediatric Clinics, Greenville Area Hospital Systems to provide increased clinical options for client families
- Regularly review and recommend changes in program services to meet client needs with particular emphasis on services for the underserved with young children (under age 5) with developmental delays
- Provides budget information for Clinical Treatment Program Team expenses; plans annual schedule for required conferences and trainings for Clinical Treatment Program Team while executing and controlling expenses according to budget planning
- Maintains certified instructor status for First Aid/CPR and Crisis Prevention Institute and trains staff; Provides leadership in the use of procedures for an emergency and individual child crisis
- Actively collaborates with the Program Leadership Team to develop and execute program action plans
- Handles special projects and other duties as requested
- Some travel for meetings and training that could be overnight and flexibility to work outside of normal schedule

Critical Knowledge, Skills & Abilities:

- Must meet all requirements of Medicaid for a Rehabilitative Behavioral Health Services program
- Strong leadership, organizational and time-management skills
- Proficiency in Microsoft Word, Excel, Outlook and internet-based programs
- This position must have a positive and supportive attitude toward the center and its overall success

Technology/Computer Skills:

- Experience working in various computer databases
- Experience managing Electronic Medical Systems
- Computer Skills – Microsoft office and ability to learn other programs

Language Requirement:

- Bilingual English and Spanish is desired, but not required

Minimum Job Qualifications:

- Must have current South Carolina License in - LPC, LPC-S LMFT, or LISW-CP
- Credentialed in Trauma-Focused Cognitive Behavior Therapy (TF-CBT) or Parent-Child Interactive Therapy (PCIT)
- Program management experience & staff supervision, including expertise transforming clinical staff into a highly functioning team [LR1]
- Proven experience understanding & demonstrated ability to generate revenues for clinical services [LR2]
- Experienced delivering Rehabilitative Behavioral Health Services/ SC DHHS Medicaid policy
- Program development, evaluation, solid organizational skills
- Good Interpersonal skills, ability to relate well with persons from a variety of socioeconomic and cultural groups
- Proficiency in computer skills [LR3]
- Reliable transportation, valid SC Driver's License with a clear driving record
- Maintain a valid driver's license and be able to provide proof of insurability
- Employment contingent upon clear fingerprint and criminal history record
- Mission focused/Outcome Oriented

Desired Qualifications:

- Infant-Early Childhood Mental Health Endorsed
- Experience using data to drive decisions and/or to tell story of our impact

Benefits: A Child's Haven provides medical, dental, vision life, and disability insurance for all full-time employees the first of the month following 30 days of employment. Paid time off (PTO) begins accruing after 90 days of employment. ACH will cover the cost of external Clinical Supervision if it is determined that Supervision could not be provided internally for applicant's licensure.

Citizenship Requirements: Must be authorized to work in the United States. No sponsorship provided.

Reports to: Clinical Director

Employment Status: Exempt

Salary range: \$53,000 to \$60,000 annually

Please complete our employment application which is located at our website www.achildshven.org. Please submit the application along with a resume to hr@achildshaven.org. List the position in the subject line. An application must be completed entirely. Please do not put "see resume" in the work history, otherwise, the application is incomplete and cannot be considered.